



City of Edina

AUTOMATIC PAYMENT PLAN FOR UTILITY BILLING

Now you can automatically pay your utility bill from your checking account –

- ** No checks to write
- ** No late payments
- ** No stamps to buy
- ** No remembering
- ** Free
- ** Receive a credit (reduce your bill!)

- Q. How do I sign up?
- A. It is easy! Simply complete and return the attached authorization form, and include a voided check.
- Q. How soon will the Automatic Payment Plan begin?
- A. It will begin the NEXT billing. Just watch for your bill to say “Do not pay, payment will be automatically withdrawn.” If you are signing up during an open billing, you will need to pay that bill manually.
- Q. How much notice will I have between receiving the bill and the payment coming out of my account?
- A. Payment will come out on the due date, which is approximately 30 days from billing date.
- Q. Is there any benefit to this?
- A. Yes! Each quarter, you will receive a \$1.00 credit on your NEXT bill, but ONLY IF you allow the ACH to go through.
- Q. How can I be sure my bill has been paid?
- A. Your monthly bank statement will clearly reflect the automatic payment.
- Q. What if I have a question about my bill?
- A. Simply call the City Utility Billing Department at 952/826-0373.
- Q. Is there a charge for this service?
- A. No, the City does not charge you for automatic payments, and you enjoy the savings of no postage to mail your bill!
- Q. What if I change banks or accounts?
- A. Just call us at 952/826-0373 and we will send you a new authorization form to complete.
- Q. What if I try the Automatic Payment Plan and don’t like it?
- A. You can cancel your authorization for automatic payment at any time by notifying us.

AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM

Please enroll me/us in the City of Edina’s Automatic Payment Plan. I/we authorize the City to collect payment of my/our utility bill by initiating debit entries (deductions) to the bank account shown on the attached voided check.

I/we understand that this authorization will continue in force unless discontinued by my/our written request.

UTILITIES ACCOUNT NUMBER: (Not your bank account number)

(ATTACH A VOIDED CHECK)

*** Continue to pay manually until your bill clearly states “Do not pay, payment will be automatically withdrawn”

Signature _____ Signature _____

Date _____ Date _____